Federal City Performing Arts Association
Board of Directors Meeting Minutes

Wednesday, January 22, 1997, 7:30 pm
2801 M St, NW, Washington, DC

DIRECTORS:	Present:	Fred Boykin, Dick Dorr, Bill Eadie, Jack Gerard, Jeff Peirce, John Perkins, Henry Salevsky, Joe Vignali, Bob Wheeler, Robert York.
	Absent:	Thom Gibb, Darrell Lewis, Jim Madigan (proxy assigned to Eadie).
STAFF:		Jim Holloway, Nathan Monell.
GUESTS:		Mark Bobaci (facilitator); Roger Bergstrom, Ned Kelock, Stuart Kopperman, Jerry Lee, Charlie Merk and Keith Wall (members of the European Tour ad-hoc committee); Mike Ziskind (Capital Club Chairman).

I. Call to Order

Meeting Called to Order at 7:28 pm by Boykin.

II. Approval of Minutes

Vignali moved, Peirce seconded, to approve the November 20, 1996 Minutes.
Unanimous in favor. Minutes approved.

III. Financial Report

- Peirce distributed and reviewed Comparative Statements of Income for the one month and six months ending December 31, 1996 and 1995, the Comparative Balance Sheet for December 31, 1996 and 1995, and a mid-year financial report by program budget. Departmental reports were also distributed to appropriate team leaders for their scrutiny and correction if necessary. Year to date, our expenditures exceed revenues by just over $6,000. Last year at this point expenditures exceeded revenues by over $12,000. Had we transfered the $20,000 from reserves as budgeted, our revenues would exceed expenditures by about $14,000. Our positive cash flow has not made that necessary.
- Peirce distributed the proposed budget for the "Proud and Peaceful" project unanimously approved by the Finance Committee on December 9, 1996. A separate fund is to be established for the project and all funds generated are to be posted to that fund to be used for that project until its completion. Upon the project's completion, the remaining fund balance (or loss) shall be transfered to the FCPAA operating fund and all further proceeds from CD sales shall then be booked against the operating budget of FCPAA.
- A draft organizational structure for use during the FY 1998 budget process was distributed for review and comment. Peirce stated its goal is clarity. It more closely reflects how we operate and each committee will have its own budget.
- A committee-approved time table for developing and approving the FY 1998 budget was also reviewed.

Vignali moved, Gerard seconded, to accept the Financial Report.
Unanimous in favor. Report accepted.

- Peirce reported that as part of overhauling the financial systems, the Finance Committee recommends moving the FCPAA accounts from Riggs National Bank to Adams National Bank. He detailed that rational. In order to effectuate this change and open accounts at Adams National Bank in accordance with District of Columbia regulations,

Peirce moved, Vignali seconded:

Be it resolved that,
(1) The Financial Institution, Adams National Bank, is designated as a depository for the funds of this association.
(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this financial institution.
(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of this association with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(4) Any of the persons named below, so long as they act in a representative capacity as agents of this association, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this association and this Financial Institution subject to any restrictions stated below.
(5) Any and all prior resolutions adopted by this association and certified to this Financial Institution as governing the operation of this association's account(s), are in full force and effect, unless supplemented or modified by this authorization.
(6) This association agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this association, and authorizes the Financial Institution named above, at any time, to charge this association for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in section C. (or the facsimile signature specimens that this association files with this Financial Institution from time to time) and contain the required number of signatures for this purposed. 2 signatures are required for all checks.

Unanimous in favor. Resolution adopted.

IV. European Tour Proposal

On behalf of the European Tour ad-hoc committee, chairman Stuart Kopperman distributed and reviewed their report, "GMCW Proposed 1998 European Trip." The report addressed why GMCW should go to Europe; suggested several itineraries, a program and tour plan, and alternate dates; reported on GMCW member interest and cost concerns; reviewed issues such as fund raising, alternate years to 1998, and the effect on GMCW's focus; and concluded with an outline of next steps: obtain Board approval, survey membership on other issues, set up savings program, obtain major corporate sponsors, contact other US choruses for lessons learned, finalize itinerary and Plan, make firm contacts in Europe, and negotiate costs. A draft plan was also outlined.

Vignali moved, Wheeler seconded:

The Board accepts the proposal from the European Trip Committee (ETC) and approves the concept of a GMCW tour to Europe in 1998, subject to the following conditions:

1) The cost per chorus member, less incidentals and food, is no greater than $2250.
2) The level of participation from singing chorus members does not fall below the minimum required by the Music Director to accomplish a quality production.
3) The cost incurred by the chorus operating budget is no greater than $5000.

If any of these conditions are not met or are in jeopardy of not being met, the ETC chairman or designated representative is required to report back to the Board before proceeding.

In addition, the ETC is required to update the Board at regularly scheduled Board meetings at the discretion of the President on the status of the tour planning and the adherence to these conditions.

7 in favor, 3 opposed, no abstentions. Motion carried.

V. President's Report

Boykin thanked Board members and staff at this mid-year point for all their hard work. Considering all that is accomplished, he is simply amazed.

VI. Executive Director's Report

Monell reviewed his written report:

- GMCW's participation in the official Inaugural program was addressed, including the PR we received from it and the people who helped with securing that place; benefits are anticipated from his new membership in the American Society of Association Executive; the way has been cleared to begin implementing the plan for the new CD project; he has been asked to facilitate a training session at the midwinter GALA managers conference in Dallas; the financial management of the chorus is improving and several areas are under evaluation; a cautionary comment was offered regarding corporate funding for the European tour; special performances by the chorus and Potomac Fever were reviewed; a DC Commission on the Arts and Humanities open house was attended; our logo redesign is being worked on; the overall purchase of design services is under evaluation; and a letter he created for Bruce Wooley has generated to date another $1500 for the James Richardson Fund.

- Nine responses were received to the survey of Board member's training needs. The results and a resultant training action plan were reviewed; comments and suggestions were sought. The following plan emerged:
  1. A combined training session on succession planning and mentoring will be offered as a one hour session at a time Monell will determine from the input he received.
  2. A session on fundraising will be scheduled here. Training interests should be conveyed to Gerard. Members should also attend the fundraising session at the GALA Leadership Conference in Toronto over Labor Day weekend if possible.
  3. An ad-hoc committee is being assembled to organize our strategic planning process and will educate us over the next few months as we go through the steps of the process.
  4. A session on Board supervision, evaluation, compensation and retention of staff will be set before the next round of performance reviews.
  5. Inexpensive publications from the Center for Nonprofit Boards will be purchased for our information and informal reading. Monell will also make it a priority to identify to Board members articles in periodicals and other local training opportunities for individuals to pursue.

VII. Music Director's Report

- Holloway offered commendations to Jeff Buhrman for preparing and conducting GMCW in its "American Journey" Inaugural event performance on Sunday, January 19. He also offered special thanks to Vignali and Gary Turner for coordinating the logistics and to Monell for shepherding the entire project.

- The Spring concert is shaping up. While Rivard's departure created delays and the necessity of some changes, a better concept has emerged. GMCW member (and dancer) John Niemi is coordinating the classical dancers. Holloway is reprogramming music funds for the guest dancers' honoraria. Gay amateur groups to appear (unpaid) are Lambda Squares, ROTC and (probably) DC Cowboys.

- Holloway will attend the GALA Music Director's meeting in Atlanta January 31 - February 2.

- The Chamber Choir has been invited to sing at the Unitarian Universalist Church of Arlington on Sunday morning, February 16. It is also preparing for recording this weekend of "Prayers for Bobby" and for performances of "Hidden Legacies" in DC and New Jersey.

- A contract has been offered to Mark Smouse to serve as interim chorus choreographer and director of A Few Good Men through June 30, 1997.

- Holloway announced the gift of a digital piano to GMCW from Nathan Monell that will assist us at appearances where a piano is not available, at camp, and as a controller for synthesizers; it will be useful for computer programs. Monell was thanked for his generous donation.

VIII. Team Reports

Fundraising - Gerard and Alan Savada are in charge of the Sponsor program for the Capital Club auction. Their goal is 75 sponsors at $60 each for a total of $4500 to help off-set the auction expenses. Our first winter phonathon yielded over $1900. The Porn party will be held February 1.

Advertising - Gerard and Regan are targeting Starbucks, Colbalt/LaFonda, or Morris Van to sponsor the Spring concert. Monell is talking with American Express Financial Services to seek their sponsorship of the June concert at $5000.

Production - Vignali's reported six production activities since the November 20 Board meeting: the holiday concert, chorus photograph, inaugural concert, new storage facility for production materials in Arlington, VA., 1997-98 season planning, and Pride and Indianapolis concert planning. Planned activities through April include: "Prayers for Bobby" recording, "Let Us Entertain You!" concert, Auction, Cedar Lane concert, Spring Concert, Potomac Fever planning, 1997-98 season venue scheduling, Pride and Indianapolis concert planning, All Souls Unitarian concert, and moving remainder of production materials to Virginia. We will be able to remain at Levine School until early May. Inquiries have been made with the new Jewish Community Center at 16th and Q Sts, NW, about rehearsal space for A Few Good Men.

Merchandising - Dorr distributed a detailed written status report with recommendations. Monell directed the Board's attention to the success in sales of the "Pride and Joy" CD which had been projected at 1200 and currently stood at 1374.

Public Relations - Eadie submitted a written report that addressed these projects the team had worked on over the past two months: the Holiday concert, the CD Launch at Border's Pentagon City, and the Inaugural festival concert.

Marketing - Salevsky's written report covered the following activities: the holiday concert, efforts underway for the April concert, telemarketing for the April concert, researching GAP as "wardrobe" provider for "Naked Man", and the Inaugural concert.

IX. Old Business

None.

X. New Business

Capital Club Chairman Mike Ziskind reported and requested concurrence on three items. 1) A new brochure is in development that will serve as a "teaser," directed to prospective members encouraging them to join. 2) A second brochure for Capital Club members detailing the benefits of membership. 3) As a membership benefit the Capital Club leadership proposes granting to members a 15% discount on the sale of GMCW merchandise (excluding tickets). Boykin requested that the Executive Committee review the brochures before they are printed.

Vignali moved, Peirce seconded, to move into Executive Session.
Unanimous in favor. Board moved into Executive Session at 9:37 pm.

Wheeler moved, Peirce seconded, to move out of Executive Session.
Unanimous in favor. Board moved into open session at 9:41 pm.

XI. Adjournment

Salevsky moved, Eadie Seconded, to adjourn the meeting.
Unanimous in favor. Meeting adjourned at 9:42 pm.

Respectfully submitted,

John E. Perkins
Secretary
FCPAA

Attachments for the Record:

Finance Committee January 1997 Report
GMCW Proposed 1998 European Trip
Executive Director's Report, January 22, 1997
Status Report: Merchandising, January 16, 1997
Public Relations Report, January 22, 1997
GMCW Marketing Team Report, January 1997